

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1233

TITLE: HUMAN RIGHTS SPECIALIST I

GRADE: S-20

DEFINITION:

Under direct supervision, investigates, analyzes and evaluates complaints of discrimination based on race, sex, religion, national origin, marital status, age or disability in the areas of employment, housing, public accommodation, education, credit or County services; mediates resolution of complaints and participates in settlement negotiations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Human Rights Specialist I differs from the Human Rights Specialist II in that the Human Rights Specialist I investigates/analyzes complaints under direct supervision and is assigned the more routine human rights cases, whereas the Human Rights Specialist II acts under general supervision and works independently on individual cases.

ILLUSTRATIVE DUTIES:

Conducts initial interviews over the telephone or face-to-face to determine the merit of the alleged claim;
Develops an investigation plan and requests pertinent information;
Counsels complainants, respondents and others on their rights pursuant to the Fairfax County Human Rights Ordinance and explains the investigative process;
Presides and/or participates in fact-finding conferences;
Gathers information from complainants, company officials and others;
Conducts field investigations;
Analyzes or participates in the analysis of information/data relevant to the claim and the development of the claim report which incorporates applicable human rights legal precedents;
Participates in negotiations between parties to achieve a settlement prior to formal cause/no cause proceedings and conciliation conferences;
Testifies at hearings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of applicable federal civil rights laws and the Fairfax County Human Rights Ordinance;
Ability to analyze factual situations, reach sound conclusions and develop clear, concise reports;
Ability to perform research (including legal research), interpret laws, regulations and court cases;
Ability to interact with individuals from various racial, ethnic and socioeconomic backgrounds;
Ability to communicate effectively, both verbally and in writing;
Ability to negotiate settlements.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited college or university with a bachelors degree in the humanities;

PLUS

Experience in fact-finding, analysis, and interpreting regulations or policies.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: March 14, 2002